



The Blue Sky Federation

Resilience – Responsibility – Respect – Restorative

The Best You Can Be – Everyone, Every Day

FIRST AID POLICY

Approved: September 2026
Review: September 2027 or sooner if legislation changes

1. Purpose and scope

Blue Sky Federation is committed to providing effective, timely and safe first aid for pupils, staff, visitors and volunteers. This policy sets the common Federation framework while recognising that Heelands School and Summerfield School have different staffing, rooms and day-to-day processes.

- First aid arrangements will be based on an appropriate assessment of need and will take account of the size, layout and activities of each school.
- First aiders provide immediate assistance; they are not a substitute for medical assessment or treatment.
- Nothing in this policy should delay calling 999 where a person is seriously ill or injured.

2. Legal and guidance framework

This policy has regard to the Health and Safety (First-Aid) Regulations 1981, Department for Education guidance First aid in schools, early years and further education, the Early Years Foundation Stage statutory framework, Supporting pupils at school with medical conditions statutory guidance, and the 2026 statutory guidance Allergy safety in schools. It should be read alongside the Federation policies listed in section 18.

3. Roles and responsibilities

Governing body

- Ensure appropriate first aid provision and oversight across the Federation.
- Ensure arrangements are reviewed and that appropriate insurance is in place.

Executive Headteacher and school leaders

- Ensure sufficient appropriately trained staff are available, including contingency arrangements.
- Ensure staff know how to summon first aid and emergency assistance.
- Ensure serious incidents are appropriately reported, investigated and learned from.

First aiders and other staff

- Provide assistance within the limits of their training and follow individual healthcare plans and emergency procedures.
- Record treatment and escalate concerns promptly.
- All staff must know how to call 999 and must not wait for senior leadership approval where emergency medical help is required.

4. First aid training and cover

Each school will maintain an up-to-date list of trained first aiders and make this readily available to staff. Training will be renewed within the required period and additional training will be provided where pupils have specific medical needs.

- EYFS provision will meet the paediatric first aid requirements of the current EYFS statutory framework. At least one person with a current paediatric first aid certificate will be on the premises and available at all times when EYFS children are present, and will accompany children on outings as required.
- While EYFS children are eating, a member of staff with a current full-course paediatric first aid certificate will be in the room.

- All staff receive allergy awareness and anaphylaxis training in line with the Federation Allergy Safety Policy.
- Staff supporting pupils with specialist procedures will receive appropriate condition-specific training and competency assessment where required.

5. Minor injuries

Minor injuries such as small grazes may be treated by an appropriate adult or first aider using the arrangements for the relevant site. Treatment will be recorded and communicated to parents/carers in accordance with the site procedure in section 16.

6. More serious injuries and head injuries

A pupil with a more significant injury will be assessed by a first aider and supervised appropriately. Children must not be left alone when their condition requires observation or support.

- Head and facial injuries will be recorded and communicated to parents/carers using the site-specific procedure.
- Any concerning symptoms, significant mechanism of injury, deterioration, loss of consciousness or other red flags must be escalated promptly and 999 called where appropriate.
- Cold packs, where used, must be wrapped and applied safely. They must not be applied directly to skin or used for prolonged periods.

7. Serious injury or medical emergency

Emergency principle If a person appears seriously ill or injured, call 999 without avoidable delay. Staff do not need permission from SLT to call an ambulance.

- Do not move a casualty where spinal injury or serious trauma is suspected unless remaining in place presents greater danger or emergency services direct otherwise.
- Keep the casualty supervised, reassure them and provide first aid within the responder's training.
- Parents/carers will be contacted as soon as practicable, but emergency treatment must never be delayed while waiting for them.
- Where a pupil is transported to hospital and a parent/carer is not present, an appropriate member of staff will accompany the pupil where practicable and remain until responsibility is handed over.
- Relevant medical information, emergency contacts and medicines/devices should accompany the pupil where possible.

8. Anaphylaxis and adrenaline auto-injectors

Suspected anaphylaxis Administer adrenaline without delay in accordance with training and the pupil's Allergy Action Plan/IHP where available, and call 999. Do not wait for SLT or parental authorisation in an emergency.

The Federation's detailed allergy arrangements, including identification of pupils, individual plans, prescribed AAI, statutory spare AAI, storage, checking, training and incident review, are set out in the Allergy Safety Policy. AAI must be readily accessible without avoidable delay and accompany pupils where required off site.

9. Asthma and emergency inhalers

Pupils must have prompt access to their prescribed reliever inhaler. Each school maintains an emergency salbutamol inhaler for use in accordance with current national guidance and the school's arrangements. Staff should follow the pupil's healthcare plan where one exists and current emergency asthma guidance.

- Reliever inhalers must accompany pupils where necessary on PE, swimming, trips and other off-site activities.
- If symptoms are severe, worsening, or not responding to the reliever inhaler, call 999 in accordance with the emergency asthma procedure and the pupil's plan.

10. Diabetes and other medical conditions

Pupils with diabetes or other significant medical conditions will be supported in accordance with their Individual Healthcare Plan and the Federation Supporting Pupils with Medical Conditions Policy. The Federation Diabetes Management Appendices provide templates and emergency guidance for diabetes, including hypoglycaemia, hyperglycaemia, training and off-site visits.

11. Medicines

First aid and the routine administration of medicines are separate functions. Medicines will be managed in accordance with the Federation Supporting Pupils with Medical Conditions Policy.

- The Federation does not routinely hold or administer non-prescription pain relief such as paracetamol or ibuprofen to pupils.
- Prescribed medication will normally be administered where the timing or frequency requires a dose during school hours and appropriate arrangements and consent are in place.
- Emergency medicines and devices, including inhalers, AAls and diabetes equipment, must remain readily accessible.
- Medication must not be stored in general first aid kits.

12. First aid equipment, hygiene and waste

Each school will maintain first aid kits appropriate to its assessed needs, including portable kits for off-site activities. Kits will be checked regularly by the person identified in the site arrangements and replenished as required.

- Disposable gloves and appropriate infection-control precautions will be used when dealing with blood or bodily fluids.
- Clinical or contaminated waste will be disposed of in accordance with local arrangements and relevant waste requirements.
- Vomiting and bodily-fluid spillages will be managed using the site's cleaning arrangements and appropriate infection-control precautions.

13. Ill pupils

Where a pupil becomes unwell, staff will assess their needs and arrange appropriate supervision. Parents/carers will be contacted where the pupil is not well enough to remain in school or requires further assessment after consultation with a member of the Senior Leadership Team. A pupil who is significantly unwell must not be sent to a medical room or office unaccompanied.

14. Off-site visits, PE and activities

First aid needs will be considered as part of planning and risk assessment for visits and activities. Staff must ensure that relevant first aid equipment, emergency contact information, healthcare plans and pupils' emergency medicines/devices are taken and remain accessible.

- A suitably trained adult must be identified where a pupil's healthcare plan requires specific support.
- EYFS outings must meet the paediatric first aid requirements of the EYFS statutory framework.

15. Recording, reporting and communication

- First aid treatment will be recorded using the system in place at the relevant school.
- Parents/carers will be informed of injuries and treatment in accordance with the site arrangements, with prompt direct contact for significant injuries or concerns.
- Reportable accidents and incidents will be escalated and reported through the appropriate local authority/employer health and safety arrangements, including RIDDOR where applicable.
- Serious allergy incidents and near misses will also be reviewed in accordance with the Allergy Safety Policy.

16. Site-specific operating arrangements

The following arrangements preserve the practical differences between the two schools. These are operational arrangements within the common Federation framework above.

Area	Heelands School	Summerfield School
First aid staffing	13 members of staff are qualified first aiders. The current list is displayed around school on First Aid posters. The school also has three LSAs trained in emergency tracheostomy change and suctioning.	An up-to-date list of first aiders is published in the Staff Handbook. Paediatric first aid cover includes staff across EYFS/KS1/KS2 and welfare/play provision, subject to the current staffing list.
Main first aid location	Medical Room.	First Aid Room, with the Welfare Assistant as a key point of coordination.
Minor injuries	Recorded in the first aid book; the white slip is passed via class staff to the parent/carer at collection.	Minor injuries may be recorded in Home-School Link Books and reported to the class teacher as required.
More serious injuries / records	Assessed in the Medical Room. First aid book completed and white copy sent home.	Sent to the Welfare Assistant/First Aid Room. First Aid book completed and duplicate treatment/incident form sent home.
Head/facial injuries	Pupil receives a wristband and sticker. Parent/carer is telephoned for a head injury causing a cut, bruise or lump to the face, or where the head was bumped with force. Families may request	Pupil receives a wristband. A telephone call to parents/carers is required for head/facial injuries under the school's current procedure.

	notification of every head injury in writing.	
Cold packs	Stored in the staff-room freezer; wrapped before use and applied for no more than 10 minutes.	Stored in the First Aid Room fridge/freezer. Used only under supervision in the First Aid Room, wrapped in the designated cover and applied for no more than 10 minutes.
Portable kits	Portable/travel kits are stored in the Medical Room and other identified locations. Kits are checked and records maintained.	Portable kits are located in the First Aid Room and both wings; travel kits are stored in the First Aid Room. The Welfare Assistant checks kits termly and maintains a record.
Inhalers	School arrangements currently include inhalers being stored/managed through the Medical Room/individual labelled cases as appropriate. Staff must ensure inhalers accompany pupils off site.	Inhalers are kept in the child's classroom in marked storage. Staff must ensure inhalers accompany pupils to the field and off site.
Ill pupils	A first aider takes the pupil to the Medical Room. A member of SLT decides whether parents/carers should be contacted. If parents cannot be reached, the pupil is supervised in the Medical Room.	Pupils too unwell to remain in class are sent, accompanied as appropriate, to the Welfare Assistant. The Welfare Assistant decides whether parents/carers should be contacted.
Medicines: operational lead	Medicine administration is coordinated through school arrangements and the relevant trained/class staff, in line with the Federation Medical Conditions Policy.	Medicine administration is normally coordinated by the Welfare Assistant, in line with the Federation Medical Conditions Policy.
Serious incident escalation	Inform the Executive Headteacher where practicable; if unavailable, cascade to Associate Headteacher, Assistant Headteacher or Business Manager. This must not delay 999.	Inform the Headteacher where practicable; if unavailable, cascade to Deputy Headteacher/other designated leaders. This must not delay 999.
Local authority accident reporting	Accidents requiring local authority reporting are completed using the Milton Keynes Council process and forwarded through the Executive Headteacher/appropriate lead.	Accidents requiring local authority reporting are completed using the Milton Keynes Council process and forwarded through the Headteacher/appropriate lead.

17. Information about pupils with medical needs

Relevant staff will be given the information they need to support pupils safely. Medical information, healthcare plans and emergency contacts will be stored securely but must be accessible to staff who need them, including staff leading trips and activities. Information sharing will be proportionate to the pupil's safety and support needs.

18. Related policies and documents

- Allergy Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Diabetes Management Appendices
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Educational Visits procedures
- EYFS procedures and risk assessments

19. Monitoring and review

The governing body will review this policy at least annually, and earlier where there is a significant change in guidance, legislation, local arrangements or learning from an incident. Site-specific arrangements may be updated between formal reviews where staffing, rooms or operational resources change, provided the Federation-wide safety principles are maintained.